

## **SENIOR PROJECT MANGER**

### **DEFINITION:**

Under the general direction of a Department Director, plans, coordinates, and reviews the design and construction of buildings and projects for the City including housing, public facilities, and related infrastructure and other related project. Act as project manager in assigned capital improvement, maintenance, or renovation projects; exercises direct and indirect supervision over professional technical, and clerical staff, as well as various consultant contracts; and performs other related work as required.

### **CLASS CHARACTERISTICS:**

This class is the middle management level responsible for managing and supervising engineering activities and staff. Incumbents perform difficult and complex civil engineering work which requires the exercise of considerable independent judgment, particularly when serving as a project manager on civil engineering projects. The ability to communicate and interact with other departments, Agency members, and the public; the application of knowledge and skills gained through specialized training and experience; the exercise of considerable initiation and discretion; and the use of seasoned judgement.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Work with other Public Works divisions as well as other department heads and department staff members, architects, planners, Council-appointed commissions or committee, other public agencies, developers and others in the development and implementation of project feasibility studies, concepts, programming, planning, design, construction and other activities for assigned projects.
2. Develop, recommend and maintain accurate and current project budgets. Manage cost and quality controls in all project activities. Assist in development of procedures, policies, record-keeping and duties as required related to overall administration of CIP projects.
3. Supervise the work of contract consultants retained to provide particular expertise in project studies, programming, development, design or management. Participate in, or manage the selection, hiring and development of contracts with consulting firms. Act as owner's representatives for the City in directing consultants.
4. Plan, prepare and communicate schedules and progress records of project activities and expenditures, and assist others in establishing project schedules and milestones. Develop critical path or project flow diagrams to plan, set and evaluate progress on

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project tasks.

5. Review, analyze and prepare reports and other correspondence on all activities and transaction related to assigned projects, and provide timely information and status updates on assigned projects.
6. Assemble and analyze information and prepare reports for the City Council, City departments, the public and news media.
7. Give presentations and conduct meetings on all issues regarding assigned projects, both within the City organization and for Council, its committees and the citizenry. May include reports on program, feasibility, site options, budget schedule, design alternatives or construction issues.
8. Direct, supervise and coordinate the work of City staff working on assigned projects.
9. Other related duties as required and assigned.
10. Assist in the long-range planning of City facilities and public works projects.
11. Prepare and submit grant applications for State and Federal funds.
12. Prepare and provide input on the Public Works and CIP annual budget and financial plan.

## **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

## **QUALIFICATIONS:**

### **Knowledge of:**

1. Project management principles and techniques.
2. Procedures for planning and establishing plans, specifications, construction and inspection for City projects.
3. Design and construction principles, methods, materials and equipment.
4. Principles and practices of public administration.
5. Budget preparation and administration.
6. Applicable laws and ordinances.

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7. Principles and practices of supervision and personnel management.
8. Contract language administration and content.
9. Other City departments, agencies and organizations affected by capital improvement projects.

### **Skill in:**

1. Computers, various software packages.
2. Evaluating alternative courses of action and reaching sound conclusions within established guidelines.
3. Making accurate calculations and preparing accurate reports and clear and concise written materials.
4. Reviewing and interpreting plans, specifications, bids and contracts.

### **Ability to:**

1. Coordinate and supervise municipal improvement projects, equipment acquisition projects and consultant studies.
2. Communicate effectively, both orally and in writing, make effective presentations.
3. Run meetings that result in decisions and continued project progress.
4. Apply and interpret project management principles and techniques including superior interpersonal team building and negotiating skills.
5. Establish and maintain effective working relationships with City officials, consultants and contractors, the general public and fellow employees.

## **JOB REQUIREMENTS:**

1. Registration as a Professional Civil Engineer issued by the State of California.
2. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

## **OTHER QUALIFICATIONS:**

1. Graduation from an accredited college or university with a Bachelor's degree in planning, engineering, architecture or a related field.

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2. Four years of progressively responsible experience in professional project management or providing such services for a municipal agency.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Automobile
2. Reports, forms, pencils and pens
3. Maps, blueprints, plans
4. Computer monitor, keyboard and printer
5. Blue-line printer
6. Copy machines
7. Fax machine
8. Calculator
9. Hard hat, safety vest, hearing protection
10. Flashlights, lanterns
11. Two-way radio
12. Telephone

### **MACHINES/TOOLS/EQUIPMENT UTILIZED: (continued):**

13. Intruder alarm

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Driving
5. Sitting/standing
6. Manual dexterity
7. Speed in meeting deadlines
8. Lifting up to 10 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

#### **Office Conditions:**

1. Indoors: normal office conditions, 65% of the time  
Travel: varying conditions, 35% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

#### **Field Conditions:**

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1.     Outdoors: varying weather conditions
2.     Noise level: varying low to high equipment noise
3.     Dust: normal outdoor, to high outdoor levels
5.     Hazards: visiting sites developed and undeveloped and in various stages of construction